



## BYLAWS OF THE ATLANTIC PROVINCES ASSOCIATION OF BEHAVIOR ANALYSIS

### Article I—Name

The name of this organization shall be the "Atlantic Provinces Association for Behavior Analysis". Atlantic Provinces ABA is a not-for-profit membership organization whose purpose is to promote the specific interests of its members, within the scope of these bylaws.

### Article II—Purpose

The Atlantic Provinces Association for Behaviour Analysis was created with the mission to provide leadership and support in the sharing and practice of the science of Applied Behaviour Analysis across the Atlantic Provinces. Specifically, the organization shall:

- (a) Serve as a scientific and professional reference and networking group for its members.
- (b) Disseminate information to promote its mission to a wider audience.
- (c) Organize an annual meeting to provide a forum for discussion of the affairs of the chapter.
- (d) Serve an advocacy role promoting ABA and evidence-based practices
- (e) Produce and share publications for professionals and to the public consumption
- (f) Encourage research and study in ABA (e.g., in universities, clinics).

### Article III—Membership

*Categories of Membership:* Membership is open to all persons interested in or actively engaged in behavior analysis. Membership shall be in one of three classes:

Full Member: Any individual holding a terminal degree in a discipline directly related to or involving behavior analysis and whose full-time professional commitment includes teaching, research, and/or practice in behavior analysis may apply for membership in this category. Full members may vote on membership decisions of the chapter.

Affiliate Member: Any member evidencing interest in the discipline of behavior analysis, but lacking formal training therein, may apply for this class of membership.

Student Member: Any individual pursuing formal training in the discipline of behavior analysis may apply for membership in this category. A Student member shall be currently enrolled in a university or college

degree or diploma program in a field related to behavior analysis and provide proof of registration at the time of application.

Honorary member: Any member who was an integral part of the historical development of ABA in the Atlantic provinces, including varied years and types service on the APABA executive.

The membership year is from November 1<sup>st</sup> to October 31<sup>st</sup>.

A person wishing to become a member must submit a completed application form and pay the annual membership dues established by the executive committee. Applicants shall also submit any additional information, such as transcripts, diplomas, or references, as requested to verify they meet the requirements for membership.

The executive committee, by a two-thirds majority vote, may suspend or expel any member for cause after appropriate notice and hearing. By a two-thirds majority vote, the committee may also reinstate a former member on such terms as it deems appropriate.

#### **Article IV—Officers**

*Officers:* The executive officers of the Atlantic Provinces Association for Behavior Analysis shall be the president, the president-elect, the past president, the secretary and the treasurer. Up to three additional members at large may be elected to constitute the Board of the Atlantic Provinces Association of Behavior Analysis.

*Terms of Office:* The term of office of the president, past-president and president-elect shall be one year to commence at the conclusion of the meeting presided over by the current president. The current president shall then assume the office of past-president; the president elect will assume the position of president. The president and past president shall not be eligible for nomination for the office of president-elect. All other members will be elected for a *two-year* term. As a priority every effort will be made to balance regional representation on the Board among the members from the four Atlantic Provinces.

*Duties:* The duties of the officers shall be specified in the bylaws. At the present time the duties of the four elected positions will be as follows:

- *President* – The president will provide leadership by expanding and improving on the services offered to members through the Association; will coordinate the activities of the Association; will chair all meetings of the association; and, when necessary, will maintain communications with ABAI and other professional organizations. Because part of our goal will be to provide education to the community in general, the President will promote educational initiatives through the media, through educational institutions, and with relevant government officials. Finally, the President will prepare and submit the annual article (summary of news and activities of the chapter) and annual report to be submitted to ABAI. The President will be assisted in this task by the President-Elect.

- *Past President* – The Past President’s role will be serve as a member of the Executive of the

Association, to provide assistance to the President when necessary and in the activities described above, to form a nominations committee to insure suitable candidates are available for the annual election of officers.

- *President Elect* – The President Elect’s role will be to serve as a member of the executive of the Association, to chair at least one sub-committees of the Executive. The President Elect will assist the President in preparation of the annual article and annual report to be submitted to ABAI.
- *Secretary* – The role of the Secretary will insure that minutes are taken at all meetings and that the minutes are disbursed to all members in a reasonable time frame. As well a permanent record of the minutes will be maintained by the Secretary and passed on to whoever should succeed in that position. The Secretary is responsible to track and update the membership list.
- *Treasurer* – The role of the Treasurer will be to oversee the collection of annual fees and disbursements. The treasurer will have experience in handling business accounts, including a basic knowledge of bookkeeping. Alternatively, a book-keeper or accountant will be hired to assist the treasurer. The chapter treasurer should keep copies of all materials filed with the municipal, provincial, or federal governments. The Treasurer should also retain copies of all financial records, as well as related correspondence to and from ABAI. These records should be kept for future reference for at least 7 years.

4. *Replacement*: In the event of death, incapacity, or resignation of any of these officers, the board shall, by majority vote, appoint a successor to serve until the conclusion of the term of the replaced member. Any officer may be removed at any time by vote of a majority of members entitled to vote.

#### **Article V—Executive Committee and Board**

*Composition*: As noted above, there shall be a board and executive committee consisting of the president, president-elect, past president, secretary and treasurer. The board of the association shall consist of the executive committee and at least one additional member at large elected for staggered terms as indicated above. None of the executive officers shall serve simultaneously as members at large of the board.

*Frequency of Board Meetings*: The board shall meet at least six times per year by teleconference or videoconference as deemed appropriate by the president.

The board may motion and vote on new by-laws or modifications to the by-laws with a majority vote. The board will function in accordance to the new by-law until the revised by-law is voted upon by membership at the annual business meeting. Additional meetings of the board may also be called by action of three members of the board who shall notify the remaining members at least two weeks in advance of the proposed meeting.

*Quorum*: For purposes of transacting the business of the chapter, a quorum shall consist of four members of the board.

*Removal and Replacement*: Members of the board who fail to maintain membership in good standing in

the chapter or who fail to attend two consecutive meetings of the board are subject to removal by a majority vote of the remaining members of the board. A tie-vote shall be construed as affirmation for removal. Positions vacated for any reason shall be replaced by a majority vote of the remaining members, such successors to serve until elections occur at the annual meeting of the chapter.

## **Article VI—Nominations and Elections**

### *Nominations:*

- (a) Each year, the secretary shall send to all full members a call for nominations for president-elect and for members of the board whose terms have expired.
- (b) The secretary will provide at least a two-week period for nominations.
- (c) For each office that appears on the nomination form, each full member may propose a candidate who is a full member with the member's acknowledgement that they are willing to serve.

### *Elections:*

- (a) The Election committee, made up of the at least the president and president-elect, shall count the nominations and shall ask those nominees receiving the largest number of votes for each office if they are willing to stand for election. No one may hold two offices at the same time.
- (b) Where there is only one nominee for a position, he or she shall be declared elected by acclamation.
- (c) After the list of candidates has been determined, the secretary shall send to all full members, whose membership dues are paid, a notification and election ballot for all matters to be voted upon together with a statement on which the names of the candidates for each office are listed in alphabetical order with brief biographical descriptions.
- (d) Where two nominees receive the same number of votes, subsequent ballot(s) shall take place until one of the nominees obtains a majority of votes.
- (e) Members of the board shall be elected by a plurality of the votes cast at an election.

*Terms:* Officers and other members of the board shall assume office on the first day after the close of the annual meeting. Officers shall hold office until their elected successors assume office in their stead (one year for each of the president, president-elect and past president and two years for the secretary, treasurer and members at large).

## **Article VII—Meetings**

- (a) Annual Business Meeting: The president (or designate) will chair the annual business meeting which will take place as a part of our annual general meeting.
  - i. *Frequency:* There shall be at least one annual business meeting of the chapter.
  - ii. *Location:* The location will be determined by the president. Whenever possible, business meetings will be available by video- or teleconference to ensure access and attendance.
  - iii. *Notice:* Notice of the annual business meeting of the chapter shall be given to all members in good standing not less than three months prior to the scheduled date. Normally this meeting will be held concurrent with and at the same location as the annual general meeting of our Chapter

- iv. *Motions*: If a motion is made at a business meeting, seconded, and called, a majority of those present (in person or by tele- or video-conference) will be required to pass the motion. However, as noted above, only full members in good standing may vote on all matters brought before the chapter. The membership may extend voting privileges to other classes of membership for certain specific questions. This will be done by a majority vote of full members. There shall be no proxy voting at any time.
- v. *By-laws*: Changes proposed by the Board to the by-laws over the course of the year will be voted upon by membership. Members who wish to propose new by-laws or modifications to the by-laws must do so in writing and send to the secretary at least 6 weeks prior to the Business Meeting.
- vi. *Quorum*: A quorum at the annual business meeting shall consist of not fewer than one-eighth of members in good standing present and voting. In order to ensure that we achieve quorum, participation by videoconference or by teleconference will be permitted.

(b) Annual General Meeting: The annual general meeting will feature workshops and/or speakers and afford opportunities for continuing education credits.

#### **Article VIII—Teams**

*Teams*: The teams of the chapter shall consist of such standing teams as may be provided by these bylaws and such special teams as may be established by vote of the board. Each team will report to the Executive and submit a team report at the AGM. Standing teams include:

1. Elections Team: This committee shall consist of a chair, the president or other person appointed by the president, who shall appoint at least two additional members with the advice and consent of the board. Normally, one of these people will be the president elect.
2. Education Team: The chair of this team shall be appointed by the board. The primary duties of this team shall be to provide opportunities for professional learning, which addresses diverse topics of interest to our membership across accessible platforms including: zoom, in person, Facebook live etc... and organize the AGM webinar.
3. Engagement Team: The Chair of this team shall be appointed by the board. The primary duties of this team shall be to engage membership in a variety of ABA-based events using various social media platforms. A Communications sub-team will oversee the maintenance of the Chapter web site. Associated costs or fees arising this team shall be submitted to the executive for approval.
4. Research and Advocacy Team: The chair of this team shall be appointed by the board. The primary duties of this team shall be to represent the current state of ABA in the Atlantic Provinces and support the membership in addressing critical concerns related to ABA in their work
5. Acknowledgement Team: The chair of this team shall be appointed by the board. The primary duties of this team shall be to identify and recognize individuals in the community as well as within our membership who exemplify APABA's mission and to acknowledge APABA's volunteers for their continued efforts and support

**Article IX—Incorporation**

We will function as a non-profit organization. Canada allows nonprofits to be incorporated or unincorporated. Nonprofits may incorporate either federally (under Part II of the Canada Corporations Act) or provincially, by widely varying provincial legislation. After review of the incorporation requirements, the Executive recommends incorporating APABA and did so in January 2020. All applicable dues will be paid for annually by APABA.

**Article X—Dues**

*Dues:* Dues for the various categories of membership shall be established by a simple majority vote of the board. This action can be rescinded by a three-fifths majority vote of those present and voting at the annual business meeting of the association. In this case the board shall propose an alternate schedule of dues for approval by simple majority of those present and voting.

*Collection:* Dues shall be payable in the time and manner prescribed by the board and published to the membership at large at least six months prior to the due date.

Any member who has not paid her or his yearly dues shall not be allowed to vote on any matter presented to the members and will be considered as an “inactive” member until dues are paid.

**Article X—Amendments**

*Process:* Amendments may be proposed by simple majority vote of the board and will be provided to members for review prior to the AGM. These bylaws may be amended only by two-thirds vote of the members voting.